



J. V. FLETCHER LIBRARY BOARD OF TRUSTEES VIRTUAL MEETING AGENDA Monday, November 7, 2022; 7:00PM

All members of the public are invited to a ZOOM meeting; options available to access the Board of Library Trustees Meeting virtually:

- Register in advance or at any time prior to the conclusion of this meeting by accessing the following link your computer, smartphone or tablet:
- https://westfordma.gov.zoom.us/webinar/register/WN_ublOSOdK4U498J5m_pg
- Registration requires only that you provide a name and E-mail address. After registering, you will receive a confirmation email containing information about joining the meeting; you will be provided with immediate access if the meeting is already in progress.

I. Call to Order and Identification of Members Present per OML; all votes roll call [4 seconds]

II. Signing of Trust Fund Warrants [0 minute review]

A. Warrants/Deposits Processed for Approval:

VOTE

WARRANT # 23-***TE		WARRANT DATE: 12/8/22
LIBRARY TRUSTEES FUND, ACCT. # 672		\$0.00
ALL PURPOSE TRUST FUND, ACCT. # 673		\$0.00
LIBRARY BOOK FUND, ACCT. # 674		\$0.00
LECTURE TRUST FUND, ACCT. # 675		\$0.00
J. V. FLETCHER LIB. TRUST, ACCT. # 676	Deposit	\$100.00
EDR CONT. EDUC. TRUST FUND, ACCT. # 677		\$0.00
BENEFACTORS TRUST FUND ACCT. #678		\$0.00
TOTAL EXPENDITURES/DEPOSITS UNDER WARRANT # 23- 23TE		\$0.00

III. Approval of Minutes [10 minutes] [Underlined minutes in packet]

VOTE; VOTE

A. October 3, 2022; October 11, 2022 JT drafts

IV. Acceptance of Treasurer's Quarterly Report [10 Minutes]

VOTE

V. Report of the Director [15 minutes]

VOTE

A. Warrant Review and Approval

1. Warrants Numbered: 23-14– 23-23

VOTE

VI. Report of Committees [10 minutes]

A. Trustee Information Exchange:

1. Conveying Trustee Board input/issues/concerns to Town Manager Search Consultant Firm

VII. Communications: [3 minutes]

A. CORRESPONDENCE, HIRING: Bill Overstreet

VIII. Unfinished Business [15 minutes]

A. Massachusetts Public Library Construction Project (MPLCP) Grant Update

1. MPLCP Grant: within 6 months of Provisional Award announcement from MBLC

- Re-estimate Costs w/Capital funds [to be voted at June 11, 2022 ATM]
- MBLC Announces Provisional Award July 7, 2022

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- Presentation at Strategic Planning Retreat September 8, 2022
 - Design Open house September 28 7-9pm
 - Internal Town Review for support
 - Special Town Meeting Article 6, October 17, 2022
 - Select Board Vote to put Debt Exclusion on Ballot, November 8, 2022
 - Alert MBLC for December 1 meeting if extension requested due to new Election Date
 - 6-month deadline: January 9, 2023
2. Apply for funding extension from MBLC as a contingency VOTE
 3. Advocacy Timeline Review
 - a. Waitlisted Libraries Shortfall/ARPA Appeal Update

IX. New Business [30 minutes]

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| A. Thanksgiving Eve Holiday Closure at 3PM | VOTE |
| B. Cell Phone Policy Revision | VOTE |
| C. Staff Safety at Closing Time | <i>First Reading</i> |
| D. Young Adult Advisory Board | <i>First Reading</i> |
| E. Annual Action Plan (2 versions) due MBLC 12/1 | VOTE |

X. Announcements [5 minutes]

- A. Friends' Liaison Report [Secor/Rainville]
- B. Schedule Safety Deposit Signatures and Inventory
- C. Upcoming Meeting Schedule:

Nov. 4	Copy of Director Self-Assessment, Evaluation Instrument to Board
Nov. 8	Local Election
Nov. 21 6:30pm	Board collaborates on Review of Director
	Vote on Annual Action Plan (due MBLC Dec. 1)
Dec. 1, 8:45am	Staff Meeting/Recognition Coffee/Gift Certificates
	Town Manager and Finance Committee Budget Review

- D. COI [Conflict of Interest]; CORI Renewal certificate:

XI. Adjournment [3 seconds]

MCF/edr

Articles:

Attachments:

Staff Organization Chart FY23
 Adult Non-Fiction Book Club: Hidden Valley Road by Robert Kolker
 Adult Monday Mystery Book Club: Lightening Strike by William Ken Krueger
 Adult Book Club: All the Frequent Troubles of our Days by Rebecca Donner
 Candle Making Workshop
 YA: TEEN ADVISORY BOARD
 YA: WRITERS' CLUB
 DROP-IN BUTTON MAKING DAY
 CRAFTERNOON: PAPER QUILLING